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VACANCY

As Zimbabwe's oldest and largest stock exchange, our mission is to be the best in providing long term capital and risk management solutions to businesses and Governments whilst allowing the public to enjoy diversified, safe and easy investments. We value people of integrity, who are committed, diligent and innovative to achieve this mission. The following position has arisen in the Company.

Marketing Intern

Reporting to the Head of Business Development, the Marketing Intern will be responsible for assisting in maintaining and enhancing the ZSE's brand aesthetics, internally and externally. The position entails delegated responsibilities in digital marketing, public relations and production of ZSE marketing material.

Responsibilities

a. Corporate Affairs and Marketing

- Assist in in the following:
 - planning visibility, publicity strategies and campaigns;
 - analysing media coverage;
 - developing the social media content plan, campaigns and managing the social media platforms;
 - designing of ZSE marketing collateral which include promotional videos, print and digital adverts;
 - coordinate investor education activities; and
 - call centre management

b. ZSE Training Institute

- Assist in marketing and coordinating all training events

Qualifications

- Degree in Marketing, E-Commerce or relevant Commercial degree.
- A qualification in graphic design is an added advantage

Skills and Knowledge

- Basic design and editing skills in video production and marketing collateral;
- Ability to conduct email campaigns using different software;
- Familiarity with the Adobe Creative Cloud and Microsoft Office suite of products

Personal Attributes

- Results driven and motivated with the ability to work under pressure and meet tight deadlines
- Excellent interpersonal skills, with the ability to engage across a range of stakeholders
- Innovative and out-of-the-box thinker
- Written and verbal communication skills

If you feel you possess the vision, energy, initiative required and are drawn by the opportunity to learn in a successful and innovative organization, please submit your cover letter and CV to jobs@zse.co.zw. Initial phone enquiries can be made to Shamiso Chakawata at 024-2886830-5. Applications for this opportunity close at 4.30 pm on Friday the 4th of September 2020.

Kindly note that if the right candidate is found the Zimbabwe Stock Exchange may hire before the application deadline